



CASH OFFICE

SERVICES OFFERED	PROCEDURE	RESPONSIBLE OFFICE/PERSON	MAXIMUM TIME AND FEES (Whenever applicable)
Issuance of Official Receipts	<u>Applicant/Client</u> a. Presents payment slip/Form 5/billing issued by the concerned unit Verifies correctness of received charged/payment slip/form 5	Caalaman, Emma Ruth B./ Collecting Officer	3 minutes
	Verifies genuineness of the bill or check received.	Caalaman, Emma Ruth B./ Collecting Officer	3 minutes
	Encodes payment charges; issues Official Receipt	Caalaman, Emma Ruth B./ Collecting Officer	4 minutes
Releasing of Check Payments	<u>Applicant/Client</u> a. Presents valid I.D. And O.R.		
	<u>For Local Suppliers</u> Checks validity of the supplier's Official Receipt.; Obtains the signature of the representative on the DV; Releases the check and corresponding tax certificate.	Millado, Susan P./ Disbursing Officer	5 minutes
	<u>For Out-of-town Suppliers</u> Secures copy of Letter of Authorization or Special Power of Attorney/Obtains signature of the representative on the DV; Releases check and tax certificate to the duly authorized representative of the supplier to claim and deposit to their bank account; Secures copy of the deposit slip from the representative.	Millado, Susan P./ Disbursing Officer	5 minutes
	<u>Faculty/Reps/Staff/Students</u> Obtains signature of the payee on the DV	Millado, Susan P./ Disbursing Officer	5 minutes

For inquiries, contact us at (082) 293-0016 local 113 or e-mail us at cash@upmin.edu.ph.